



Republic of Palau
SOCIAL SECURITY ADMINISTRATION

1 Civic Center Road, Medalaii
P.O. Box 679 Koror, Palau, PW 96940
Phone: (680) 488-2457 or Fax: (680) 488-1470
E-mail: administration@ropssa.org Website: www.ropssa.org

JOB VACANCY ANNOUNCEMENT

Job Title : **DATA PROCESSING OFFICER**
Opening Date : **May 8, 2018**
Deadline : **June 7, 2018**
Starting Salary: \$8,400.00 Per Annum and/or depending on qualifications and experiences
Grade : 2 to 5
Reports To : Chief Financial Officer (CFO)
Summary : The principal duties and responsibility of this position is to enter earnings of individual wage earners under their respective Social Security Numbers, as well as entering and maintaining other data for Employer Records.

Essential Duties & Responsibilities: **Detail is available upon request**

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

Must have at least a two-year degree in Business Administration, Computer Science or equivalent work experience. Must be computer literate with knowledge of Excel, Word, and other related office software. Must be detail oriented with good communication and interpersonal skills. Must read and speak English and Palauan. Must possess the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Must be detail oriented and possess the ability to define problems, collect data, establish facts, and draw valid conclusions.

Applicants must include a Resume, Certificates and Identification/Licenses.

Applications are to be addressed to:

Data Processing Officer
Attn: Ms. Ulai Teltull
Administrator
Social Security Administration
P.O. Box 679
Koror, Palau PW 96940

You may contact us via email to administration@ropssa.org.